

# Grade Replacement Petition Request Form

## Rules and Procedures:

This policy applies to all undergraduate students who repeat an approved course after the Fall 2011 semester and beyond. Undergraduate students may repeat courses for grade replacement according to the following set criteria.

1. This policy will not be applicable to graduate students or graduate courses.
2. This policy APPLIES ONLY TO CLASSES TAKEN AT PVAMU.
3. **Once started, Grade Replacement cannot be revoked.**
4. A course may be repeated for grade replacement ONLY ONCE.
5. A course in which an academic integrity violation has been officially reported may not be repeated for grade replacement.
6. Courses may be repeated for grade replacement only in those cases in which a student received grades of C, D, or F on the first attempt. Any withdrawals (W, WV) made prior to the grade of C, D, or F will not count as an attempt.
7. If the second grade earned is a W or WV, the W or WV will count as the second attempt and, because it has no grade value, the previous grade (C, D or F) will continue to factor into the calculation of the GPA.
8. If a course is repeated a third time, it will not be eligible for grade replacement.
9. This policy will apply to a maximum of 12 credit hours taken at PVAMU. Students may repeat for grade replacement up to a total of 4 DISTINCT courses.
10. All withdrawals AFTER the initial grade are considered as course attempts. For example, if the student receives a grade of C, D, or F the first time and withdraws the second time, the "W" counts as an attempt. Therefore, the student will not be able to replace the grade he/ she received the first time.
11. All grades received will be shown on the student's transcript.
12. Students must be enrolled on the Census Date (12<sup>th</sup> class day) of the semester in which the grade replacement request was put forward or, if the Census Date (12<sup>th</sup> class day) has passed, the next semester in which the student is enrolled on the Census Date (12<sup>th</sup> class day).
13. Students who have graduated from PVAMU CANNOT use grade replacement retroactively to elevate the GPA.
14. It is the student's responsibility to check with the appropriate academic department(s) to determine course eligibility for Grade Replacement.
15. Students must give notice of their desire to use the course repeat for grade replacement option by filing a form for this purpose with the Office of the Registrar during the first 21 days of the term (e.g. fall, spring or summer) in which the course is taken otherwise the grade change replacement will not apply
16. In accordance with Department of Education Regulations, all attempted course work is included to determine Financial Aid eligibility; no portion of the academic transcript can be excluded. Contact Student Financial Aid for more information.

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### Application Procedure

- Complete a *Grade Replacement Petition Request Form* and submit to your College Office for approval.
  - **Once started, Grade Replacement cannot be revoked.**
  - A separate form must be completed for each course grade replacement request.
  - You must file your intent with the Office of the Registrar to use this grade replacement option during the first 21 days of the term (e.g. fall, spring or summer) in which the course is repeated otherwise the grade change will not apply.
  - You will be notified by the Office of the Registrar via PVAMU email regarding your eligibility to replace a grade under the *Grade Replacement Policy*.
  - Students are advised that electing to replace a grade under this policy does not guarantee access to a seat in the course. Students must register through the traditional course registration process.
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Prairie View A&M University

# Grade Replacement Petition Request Form

You will be notified through your PVAMU Email account of the approval or denial of this request. The student is responsible for full payment of tuition for repeated course(s).

PLEASE PRINT

Full Name \_\_\_\_\_ Date \_\_\_\_\_

University ID # \_\_\_\_\_ Major \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ PVAMU E-Mail \_\_\_\_\_@pvamu.edu

	Term/ Year	CRN	Course Title	Credit Hours	Grade
<i>Example</i>	<i>Fall/ 2005</i>	<i>21234</i>	<i>ENGL 1123</i>	<i>3</i>	<i>D</i>
Original Course					
Course for Replacement					

I have read the terms and conditions of the Grade Replacement Policy and petition and understand their applicability to my academic record. Under the Grade Replacement Policy for a repeated course, I declare my intent to omit the above course grade from the calculation of my Prairie View A&M University GPA. I request that I be granted a "GRADE REPLACEMENT" for the above course which I took and will repeat at Prairie View A&M University.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>For Department's Review:</b>	
I acknowledge review of this request.	
_____	_____
Dean, Department Head or Advisor Signature	Date
<b>For Registrar's Office Review:</b>	
<input type="checkbox"/> Meets Eligibility Requirements	Date Transcript Updated
<input type="checkbox"/> Does Not Meet Eligibility Requirements	and Student Notified by email: _____ Initials _____

**Grade Replacement Policy (undergraduate)**

The Grade Replacement Policy allows a student to repeat a course and remove the weight of the earlier grade from his or her cumulative grade point average (GPA). Please review the attached *Grade Replacement Policy for details*.

**Limit one form per request.**